

ADMINISTRATIVE MESSAGE

ROUTINE

R 162212Z OCT 01 ZYB MIN PSN 418408J25

FM CNO WASHINGTON DC//N1//

TO NAVADMIN

UNCLAS //N01400//  
NAVADMIN 275/01

MSGID/GENADMIN/N1//

SUBJ/JANUARY 2002 (CYCLE 174) NAVY-WIDE SELECTION BOARD FOR  
/ADVANCEMENT TO CHIEF PETTY OFFICER//

REF/A/DOC/BUPERS/25JUL2001//

REF/B/DOC/BUPERS/02AUG1995//

REF/C/DOC/OPNAV/01MAY2000//

REF/D/DOC/OPNAV/18OCT1993//

REF/E/MSG/CNO/061455ZNOV2000//

REF/F/RMG/CNO/081329ZSEP1997//

REF/G/RMG/CNO/222029ZDEC2000//

NARR/REF A IS BUPERSINST 1430.16E, ADVANCEMENT MANUAL. REF B IS BUPERSINST 1610.10, NAVY PERFORMANCE EVALUATION AND COUNSELING SYSTEM. REF C IS OPNAVINST 6110.1F, NAVY PHYSICAL READINESS PROGRAM. REF D IS OPNAVINST 1160.5C, REENLISTMENT QUALITY CONTROL PROGRAM. REF E IS NAVADMIN 284/00, ADJUSTMENT OF E4 AND E6 HIGH YEAR TENURE (HYT) SERVICE LIMITS. REF F IS NAVADMIN 219/97, ENLISTED WARFARE QUALIFICATIONS. REF G IS NAVADMIN 333/00, CHANGE IN NON-RESIDENT TRAINING COURSE (NRTC) ADMINISTRATION.//

RMKS/1. THIS NAVADMIN ANNOUNCES CYCLE 174 NAVY-WIDE EXAMINATIONS AND FY-03 SELECTION BOARD FOR ADVANCEMENT TO CHIEF PETTY OFFICER. ACTIVE DUTY EXAMS WILL BE ADMINISTERED 17 JAN 02; USN/USNR(ACTIVE) SELECTION BOARD WILL CONVENE 08 JUL 02. THIS NAVADMIN IS A SUPPLEMENT TO REF A.

2. ACTIVE DUTY CANDIDATES (ACDU) MUST HAVE MET BASIC ELIGIBILITY RQMTS PER REFS A THROUGH G NLT 1 DEC 01. THIS EXAM WILL BE THE FIRST EXAM TO CONTAIN 200 VICE 150 QUESTIONS. TIME LIMIT WILL REMAIN THREE HOURS. A NEW ANSWER SHEET, NETPDTC 1430/2 (REV 9-2000) WILL BE FORWARDED WITH ALL EXAMS. A NEW WORKSHEET, NETPDTC 1430/3 (REV 6/01) WILL BE FORWARDED WITH THESE EXAMS AND IS AVAILABLE FOR DOWNLOADING AT WWW.ADVANCEMENT.CNET.NAVY.MIL WEB SITE.

3. CMDS/SERVICING PSD'S REFER TO CATALOG OF NONRESIDENT TRAINING COURSES (NAVEDTRA 12061) FOR A LISTING OF AVAILABLE NONRESIDENT TRAINING COURSES (NRTCS). MOST COURSES HAVE BEEN REMOVED FROM THE STOCK SYSTEM AND ARE NOW AVAILABLE THROUGH NETPDTC'S INDIVIDUAL ENROLLMENT SYSTEM AT WEB SITE: WWW.COURSES.CNET.NAVY.MIL OR TOLL

FREE (877) 264-8583. STUDENTS USING THIS ENROLLMENT SYSTEM WILL RECEIVE COURSES IN PAPER FORMAT. COURSES MAY BE GRADED ON-LINE OR NETPDTC WILL GRADE MAILED IN ANSWER SHEETS. IN EITHER CASE NETPDTC WILL PROVIDE COURSE COMPLETION CONFIRMATION. MANY COURSES INCLUDING THE CATALOG, BIBS, AND ADVANCEMENT HANDBOOKS, ARE AVAILABLE FOR DOWNLOAD AT WWW.ADVANCEMENT.CNET.NAVY.MIL. REF G PROVIDES ADDITIONAL INFORMATION.

4. ORDERING AND ADMINISTERING EXAMS. COMMANDS SHALL ENSURE CORRECT EXAMINATIONS ARE ORDERED. COMMAND AND SERVICING PERSONNEL SUPPORT DETACHMENTS MUST CERTIFY CORRECT PATH OF ADVANCEMENT IS ENTERED ON ANSWER SHEETS AS FOLLOWS:

A. ADMINISTER SEPARATE EXAMS TO NCRF (CRF) CANDIDATES. THE NCRC EXAM SHALL BE ADMINISTERED TO NC'S HOLDING NEC 2186 AND WORKING IN RECRUITING DUTY AS A MEMBER OF CAREER RECRUITING FORCE. THE NCCC EXAM SHALL BE ADMINISTERED TO NC'S NOT HOLDING NEC 2186. ENTER EXAM RATE AS NCRC OR NCCC, RESPECTIVELY. COMPLETION OF THE NC(R) 1 AND C NRTC IS REQUIRED FOR ALL NC(CRF) MEMBERS PARTICIPATING IN THIS EXAM CYCLE.

B. ELECTRICIAN'S MATE (EM)

(1) ORDER AND ADMINISTER EMNC EXAMS TO ALL NUCLEAR QUALIFIED SUBMARINE AND SURFACE EM CANDIDATES. EXAMS ARE CLASSIFIED CONFIDENTIAL (RESTRICTED DATA). ENSURE TEST TAKERS AND ADMINISTRATORS HAVE THE PROPER CLEARANCE.

(2) ORDER AND ADMINISTER EMC EXAMS FOR ALL OTHER EM CANDIDATES.

C. ELECTRONICS TECHNICIAN (ET)

(1) ORDER AND ADMINISTER ETNC EXAMS FOR ALL NUCLEAR QUALIFIED SUBMARINE AND SURFACE ET CANDIDATES. EXAMS ARE CLASSIFIED CONFIDENTIAL (RESTRICTED DATA). ENSURE TEST TAKERS AND ADMINISTRATORS HAVE THE PROPER CLEARANCE.

(2) ET SURFACE NON-NUCLEAR (ET) - ORDER AND ADMINISTER ETC EXAMS TO ALL NON-NUCLEAR SURFACE ET CANDIDATES.

(3) ET SUBMARINE COMMUNICATIONS (ETR) - ORDER AND ADMINISTER ETRC EXAMS TO PERSONNEL WITH NEC 14RO, 14TO, 14CM, 14TM, 14EM, 14RM, OR 14ET.

(4) ET SUBMARINE NAVIGATION (ETV) - ORDER AND ADMINISTER ETVC EXAMS TO PERSONNEL WITH NEC 14NO, 14SM, 14IC, 14QM, 14NM, 14XM, 14XO, AND FORMER CONVENTIONAL NAVIGATION ET'S.

D. MACHINIST'S MATE (MM)

(1) MM NUCLEAR (MMN) - ORDER AND ADMINISTER MMNC EXAMS TO NUCLEAR QUALIFIED SUBMARINE AND SURFACE PERSONNEL. EXAMS ARE CLASSIFIED CONFIDENTIAL (RESTRICTED DATA), ENSURE TEST TAKERS AND ADMINISTRATORS HAVE THE PROPER CLEARANCE.

(2) MM SURFACE NON-NUCLEAR (MM) - ORDER AND ADMINISTER MMC EXAMS TO ALL NON-NUCLEAR SURFACE MM CANDIDATES.

(3) MM AUXILIARY SUBMARINE (MME) - ORDER AND ADMINISTER MMEC EXAMS TO ALL MM SUBMARINE PERSONNEL WITH NECS OF 4230 OR 4231.

(4) MM WEAPONS SUBMARINE (MMW) - ORDER AND ADMINISTER MMWC EXAMS FOR MM SUBMARINE PERSONNEL WITH NECS 4232 OR 4233. EXAMS ARE CLASSIFIED CONFIDENTIAL.

E. CRYPTOLOGIC TECHNICIAN EXAMS WILL BE ORDERED WITH ALL OTHER RATING EXAMS. ALL MESSAGES SHOULD BE ADDRESSED TO NETPDTC N321. DO NOT INCLUDE N316 ON REQUESTS FOR CT EXAMS OR INQUIRIES FOR EXAM SHIPMENT INFO. ENSURE COMMAND UIC IS INCLUDED.

5. PERFORMANCE MARK AVERAGE (PMA). COMPUTE PMA PER REF B PARA Q-4. COMPUTATION PERIOD FOR ACUDU IS 1 JAN 99 THROUGH 31 DEC 01. USE ONLY E6 EVALUATIONS.

6. TIME IN RATE (TIR).

A. ELIGIBILITY SHALL BE COMPUTED PER REF A, PARA 216.

B. TIR WAIVERS FOR EP CANDIDATES MUST BE IN ACCORDANCE WITH REF A, PARA 216.G.

7. SELECTEES FOR APPOINTMENT TO LIMITED DUTY OFFICER (LDO) ARE INELIGIBLE FOR ADVANCEMENT AND MUST BE INVALIDATED PRIOR TO CPO SELECTION BOARD CONVENING OR MEMBER MUST FORMALLY DECLINE SELECTION FOR LDO IN WRITING.

8. REFS D AND E REMAIN IN EFFECT. MEMBER'S WHO SUBMIT REQUEST FOR TRANSFER TO THE FLEET RESERVE RENDER THEMSELVES INELIGIBLE FOR CONSIDERATION FOR ADVANCEMENT. FINAL APPROVAL OF REQUEST IS NOT REQUIRED. THE ACT OF SUBMITTING FOR FLEET RESERVE RENDERS THAT MEMBER INELIGIBLE FOR SELECTION BOARD CONSIDERATION. THE ONLY EXCEPTION IS THOSE MEMBERS WHO REQUEST TRANSFER TO THE FLEET RESERVE AT OR BEYOND HIGH YEAR TENURE DATE. WARFARE QUALIFICATION REQUIREMENT IS CONTAINED IN REF F.

9. ACDU SUBEXAM ORDERS MUST BE HELD TO A MINIMUM TO ALLOW TIME FOR ADEQUATE PROCESSING AND SELECTION BOARD ELIGIBILITY DETERMINATION. THE IMPORTANCE OF TIMELY EXAM ORDERING AND ADMINISTRATION CANNOT BE OVEREMPHASIZED. TRANSFERRING COMMANDS ARE RESPONSIBLE FOR ORDERING/COORDINATING EXAM PARTICIPATION FOR PERSONNEL IN PCS, TAD, OR LEAVE STATUS (PCS, TAD, OR LEAVE IS NOT JUSTIFICATION FOR SUBEXAMS). ALL REQUESTS FOR SUBEXAMS WILL BE SUBMITTED VIA MESSAGE TO NETPDT (N321), WITH PERS 811/812 AND COMMANDS'S IMMEDIATE SUPERIOR (ISIC) AS INFO ADDRESSEES. ALL REQUESTS MUST INCLUDE MBR'S NAME, RATE, SSN, AND JUSTIFICATION FOR MISSING REGULAR EXAM; NO ACTION WILL BE TAKEN ON REQUESTS RECEIVED WITHOUT REQUIRED INFO/JUSTIFICATION. ENSURE "ADMIN ERROR" AND "OPERATIONAL COMMITMENT" ARE CLARIFIED WHEN USED AS JUSTIFICATION. REQUESTS SUBMITTED AFTER 9 FEB 02, WILL BE DISAPPROVED. SUBEXAMS WILL BE ADMINISTERED NLT 31 MAR 02.

10. EXAM ADMINISTRATION: EXAMS WILL BE ADMINISTERED PER REF A CHAPTER 6.

A. IN ADDITION TO REQUIRED MATERIAL LISTED IN REF A, THE FOLLOWING ITEMS SHOULD BE ALLOWED OR PROVIDED TO CANDIDATES IN LISTED RATINGS:

ITEM	RATINGS
DRAFTING DIVIDER, 12 INCH	
PARALLEL RULER, AND AT LEAST 3	
SHEETS OF DMA FORM 5090	
(MANEUVERING BOARD PAPER)	ETV, MN, OS, QM,
	SM, ET(SW), STS
BEARING RATE COMPUTER	FT, STS
NAUTICAL SLIDE RULE	ETV

11. EXAM GRADING.

A. FOR RATINGS WHICH CONTAIN SEVERAL ENLISTED COMMUNITIES, THE FOLLOWING GROUPINGS ARE PROVIDED:

- (1) NUCLEAR ELECTRICIAN'S MATE (EMN)
  - GROUP 1 - NUCLEAR (SUBMARINE)
  - GROUP 2 - NUCLEAR (SURFACE)
- (2) NUCLEAR ELECTRONICS TECHNICIAN (ETN)
  - GROUP 1 - NUCLEAR (SUBMARINE)
  - GROUP 2 - NUCLEAR (SURFACE)
- (3) ELECTRONICS TECHNICIAN SUBMARINE NAVIGATION (ETV)
  - GROUP 1 - NEC 14NO, 14NM, 14SM, 14XM, 14XO

- GROUP 2 - 14IC
- GROUP 3 - 14QM
- GROUP 4 - FORMER CONVENTIONAL SUBMARINE NAVIGATION ET
- (4) ELECTRONIC TECHNICIAN SUBMARINE COMMUNICATIONS (ETR)
  - GROUP 1 - NEC 14RO, 14TO, 14CM, 14TM, 14EM
  - GROUP 2 - NEC 14RM
  - GROUP 3 - NEC 14ET
- (5) NUCLEAR MACHINIST'S MATE (MMN)
  - GROUP 1 - NUCLEAR (SUBMARINE)
  - GROUP 2 - NUCLEAR (SURFACE)
- (6) MESS MANAGEMENT SPECIALIST (MS), STOREKEEPER (SK), YEOMAN (YN)
  - GROUP 1 - SUBMARINE
  - GROUP 2 - ALL OTHERS
- (7) MUSICIAN (MU)
  - GROUP 1 - SPECIAL BAND
  - GROUP 2 - FLEET BAND

12. PER REF A, CANDIDATES MAY COMMUNICATE WITH SELECTION BOARD PRESIDENT AS FOLLOWS:

A. CORRESPONDENCE MUST BE POSTMARKED NLT 24 MAY 02, AND ADDRESSED TO COMMANDER NAVY PERSONNEL COMMAND (PERS-811), PRESIDENT FY-03 E7 SELECTION BOARD (ACTIVE), 5720 INTEGRITY DRIVE, MILLINGTON, TN 38055-8110.

B. ALL CORRESPONDENCE TO THE PRESIDENT OF SELECTION BOARD MUST BE SUBMITTED BY THE CANDIDATE. CORRESPONDENCE NOT ORIGINATED BY THE ELIGIBLE CANDIDATE, INCLUDING ENDORSEMENTS TO CANDIDATE'S PACKAGE, AND LETTERS WRITTEN ON BEHALF OF THAT CANDIDATE, MUST CONTAIN A WRITTEN ACKNOWLEDGEMENT BY THE ELIGIBLE CANDIDATE THAT CANDIDATE DESIRES SUCH CORRESPONDENCE BE PRESENTED TO BOARD. CORRESPONDENCE WITHOUT SUCH AN ACKNOWLEDGMENT IS CONSIDERED THIRD PARTY CORRESPONDENCE AND WILL NOT BE PRESENTED TO THE BOARD.

C. COMMUNICATION OF SPECIFIC ACHIEVEMENT (AWARDS, QUALS, ETC.) AFTER DEADLINE FOR CANDIDATE CORRESPONDENCE MAY BE FORWARDED BY COMMANDING OFFICER VIA MSG TO COMNAVPERSCOM (PERS-811). ALL MSGS TO THE BOARD MUST BE RECEIVED PRIOR TO BOARD CONVENING DATE. ONCE SELECTION BOARD CONVENES, SUPPLEMENTAL CORRESPONDENCE/MSGs ARE NO LONGER FORWARDED FOR BOARD REVIEW.

13. LIST OF E7 ELIGIBLES WILL BE POSTED ON THE BUPERS WEB PAGE BY SELECTION BOARD CONVENING DATE. RESULTS WILL BE ANNOUNCED BY NAVADMIN AND SUBSEQUENTLY AVAILABLE ON BUPERS ACCESS.

14. RELEASED BY VADM NORB RYAN, JR., N1.//

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